HAYDEN: SPELLER

A Spelling Verification System for the Macintosh™ Computer

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A Spelling Verification System for the Macintosh™ Computer

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HAYDEN: SPELLER

A Spelling Verification System for the Macintosh™ Computer

HAYDEN
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HAYDEN:SPELLER

A Program for the Macintosh by:

MICROSEEDS, SOFTWEST, and DALESOFT

HAYDEN SOFTWARE COMPANY, INC.
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20034-00

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The Hayden:Speller manual was written by Virginia Estabrook and Deborah Russell of Cambridge Computer Associates, Inc., Cambridge, Massachusetts.

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How To Use This Manual

This manual provides all the information you need to use Hayden:Speller on the Macintosh. It assumes that you are familiar with the basic features of the Macintosh. For information on using these features, refer to the Macintosh owner's guide.

Chapter 1 introduces you to Hayden:Speller.

Chapter 2 tells you how to back up the Hayden:Speller disk. Please read this chapter carefully; it contains information vital to the proper operation of Hayden:Speller.

Chapter 3 contains a tutorial Hayden:Speller session. Use this session to learn the basics of spell-checking a document.

Chapter 4 is the Hayden:Speller reference section. It contains detailed descriptions of all Hayden:Speller commands, hints for using such features as defaults and command keys, and information on the Convert Dictionary program supplied with Hayden:Speller.

Chapter 5 summarizes the error messages you might see when you use Hayden:Speller.

The Index contains page references for all common Hayden:Speller terms and concepts.

1 Introduction To Hayden:Speller

Welcome To Hayden: Speller

Welcome to Hayden:Speller on the Macintosh. Hayden:Speller is an easy-to-use, sophisticated spelling checker. Whether you're writing grant proposals, love letters, or the Great American Novel, Hayden:Speller leaves you free to concentrate on content.

Hayden:Speller is a word processing application that enables you to check and correct the spelling of words in a variety of document types:

- MacWrite documents
- Microsoft Word documents
- Standard Macintosh text documents

You don't need to tell Hayden:Speller the format of the document you are spell-checking. The program recognizes different document types automatically.

Hayden:Speller allows you to correct misspelled words in place, rather than simply marking them for later editing with your word processor.

Your Hayden:Speller disk contains all the files you need, including a main dictionary containing 97% of the most frequently used words in the English language. Hayden:Speller checks the words in your documents against this dictionary, as well as against dictionaries you create. Unlike many other spelling checkers, Hayden:Speller does not create words from commonly used roots, prefixes, and suffixes. Instead, it maintains 20,000 complete words in the main dictionary.

Hayden:Speller provides a special feature that allows you to request suggested spellings for a word that you've misspelled. When you use this **Lookup** feature, Hayden:Speller searches in the main dictionary for the words with spellings similar to your misspelled word. It displays a list of suggested words and lets you select one as a replacement for your misspelled word.

Your Hayden:Speller disk also contains a MacWrite document. (We were lucky enough to lay our hands on an early draft of a most peculiar proposal!) The author of the proposal made many spelling errors. You can try out Hayden:Speller by correcting these errors; simply follow the step-by-step instructions in Chapter 3.

How It Works

Hayden:Speller checks your document in the following way:

- It compares each word in your document to the 20,000 words in the main dictionary.
- It sorts into a table all words in your document that cannot be found in the main dictionary. Duplicate words are discarded.
- It checks words not found in the main dictionary against a dictionary named ∂/MYWORDS. During your spell-checking sessions, you can add to this dictionary words that you use frequently, such as your name and address.
- It checks all words that cannot be found in ∂/MYWORDS against any personal dictionaries that you request in your Hayden:Speller session (see the **Use Dictionary** command in the File Menu for information on these dictionaries).

Hayden:Speller uses a unique compression algorithm to speed the lookup of words in its dictionaries.

Hayden:Speller creates two lists from its searches:

- Valid words (from the main dictionary, from your ∂/MYWORDS dictionary, and from any specially-requested personal dictionaries).
- Suspect words (not contained in any dictionary).

Here are some of the rules that Hayden:Speller uses in checking your document:

- It considers words to be any series of two or more letters, numbers, and apostrophes beginning with a letter.
- It treats apostrophes as regular characters so that contractions can be checked. However, it ignores apostrophes used to create possessives, such as "Susan's" or "Jones". In these cases, it checks the nonpossessive form of the word.
- It considers spaces, commas, and hyphens to be word separators.
- It ignores words beginning with numbers.
- It treats compound words, such as "nonfiction", as a single word.
- It treats hyphenated words, such as "penny-pinch", as two words.
- It assumes that all one-letter words are spelled correctly.
- It ignores capitalization, but retains the original capitalization of each word, and extends that capitalization to any replacement of it.

It is important to note that the presence of a word on the suspect word list does not necessarily mean that the word is misspelled. It simply means that the word has not been found in a dictionary. For example, "douricouli" is a perfectly valid word that does not appear in the main dictionary; unless you have a special interest in monkeys, it probably doesn't appear in your ∂/MYWORDS dictionary either.

Keep In Mind . . .

Hayden:Speller is fast, accurate, and easy-to-use. But there are a few limitations on what it can do. For example, Hayden:Speller can check the spelling of the individual words in your document, but it cannot correct the way in which you put the words together. Hayden:Speller cannot correct grammar or syntax; dangling participles and split infinitives are your responsibility (or that of your high school English teacher). It cannot determine that you meant "there" when you typed "their"; nor can it identify omissions, large or small.

Hayden:Speller cannot be used to check capitalization. The original capitalization is retained by any replacements of a suspect word.

2 Getting Started With Hayden:Speller

Requirements

Before you begin to use Hayden:Speller, be sure you have:

- A Macintosh computer with 128K RAM and at least one disk drive
- The master Hayden:Speller disk
- Extra blank disks

If you want to print anything during your spell-checking session, you'll also needs an Imagewriter printer and a printer cable.

How To Back Up Hayden: Speller

Hayden:Speller is supplied with one master disk. Make at least one copy of this disk. Then use the copy, rather than the master disk, in your spell-checking sessions. This protects against accidental damage to your master disk.

When you start up Hayden:Speller with a backup disk, as shown in Chapter 3, Hayden:Speller will ask you to insert your master disk so it can check the identification on this disk. You can then eject the master disk and use the backup.

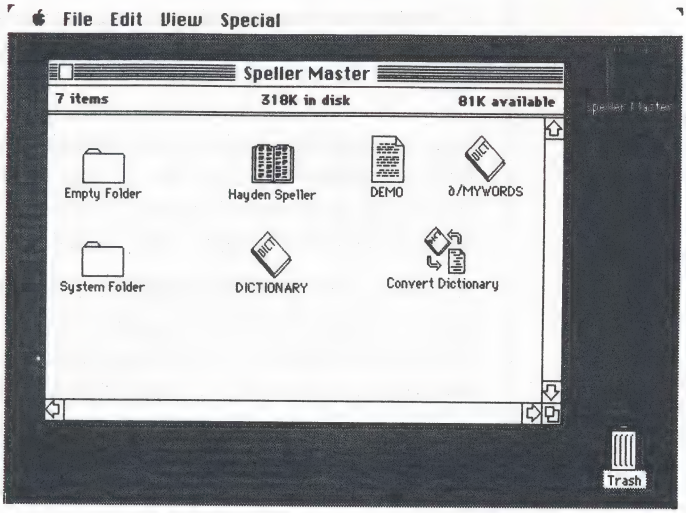
Backing up your master disk is easy! This section shows you how.

Start Up the Macintosh

Turn on the Macintosh.

Insert the master Hayden:Speller disk into the disk drive, metal end first, label side up.

You'll hear a soft hum and see the Macintosh Welcome message. In a moment the Hayden:Speller window appears on the Macintosh desktop. The following example shows a sample desktop.



Eject the Master Disk

Now that you've loaded the necessary files into the Macintosh memory, you can remove the Hayden:Speller master disk. Choose **Eject** from the File menu.

The disk will pop out of the drive. Remove the disk, but keep it nearby. You'll need it to create the backup disk.

Initialize the Backup Disk

Choose one of your blank new disks to use as a backup disk. Be sure the disk is unlocked (push the small tab away from the edge of the disk) and initialize the disk.

Once the disk has been initialized, you'll be asked to type the name of the disk (up to 27 characters) in the dialog box. Type a name such as Speller Backup that you'll recognize later on. (See the Macintosh owner's guide for details.)

Select **Eject** from the File menu on the Macintosh menu bar. The disk will pop out of the disk drive.

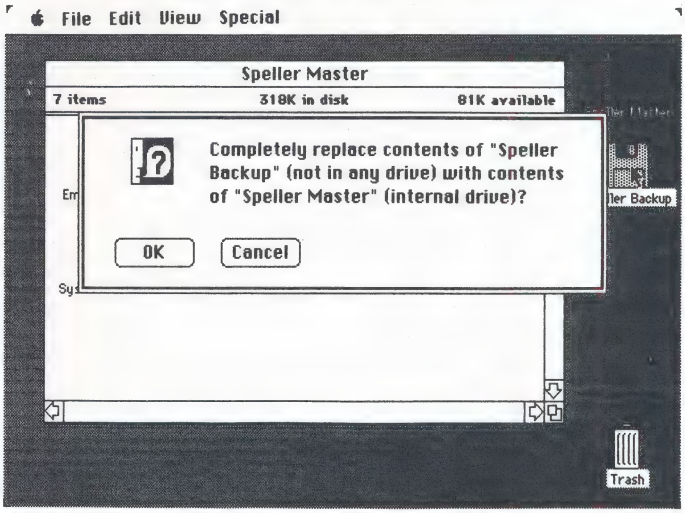
Copy the Master Disk

Now you can copy the master Hayden:Speller disk. Be sure that the master Hayden:Speller disk is locked, to prevent you from inadvertently writing on it (slide the small tab toward the edge of the disk).

If your Macintosh has two disk drives, insert the master Hayden:Speller disk in one drive and the newly initialized disk in the other drive.

If your Macintosh has only one disk drive, insert the master Hayden:Speller disk in the drive. You will be prompted to switch disks a number of times during the copy.

To copy from the original disk to the backup disk, position the pointer on the icon representing the master Hayden:Speller disk. Press the mouse button and drag the Hayden:Speller icon to the icon representing your backup disk. Release the mouse button. You'll see a display such as the following:



Click **OK** to copy the disk.

Refer to your Macintosh owner's guide for more information about copying disks.

After you have finished making one backup copy, you might want to make a second copy. Repeat the procedure described above and label each copy. You'll use one of these backup disks when you begin spell-checking. Be sure to keep the master Hayden:Speller disk nearby. You'll need it when Hayden:Speller prompts you to insert it to read the master disk identification.

Now you're ready to learn how to use Hayden:Speller. Read Chapter 3 and follow through the tutorial session to become familiar with the program. Then try spell-checking your own documents.

3 Learning To Use Hayden:Speller

The two previous chapters introduced you to Hayden:Speller and showed you how easy it is to get started with this word processing tool. This chapter shows you how to use Hayden:Speller to check the spelling of an actual document supplied on your Hayden:Speller disk.

After you've followed through the tutorial, create a sample document with your word processor, and use it to experiment with Hayden:Speller. Refer to Chapter 4 when you need additional information about a particular command.

How To Begin

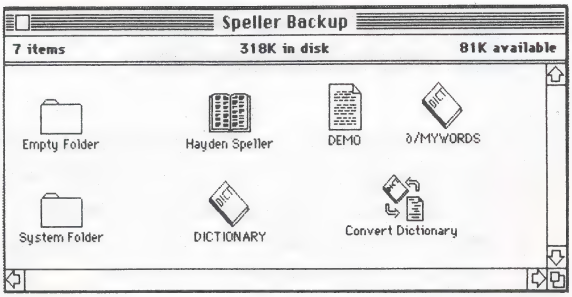
Before you begin, copy your master Hayden:Speller disk. Refer to Chapter 2 for information about backing up this disk.

Start Up the Macintosh

Turn on the Macintosh.

Insert a backup Hayden:Speller disk into the internal disk drive, metal end first, label side up.

You'll hear a soft hum and see the Macintosh Welcome message and then the icon for your backup disk. Double-click the icon to open the disk. In a moment the Hayden:Speller window appears on the Macintosh desktop. You'll see a number of icons representing Hayden:Speller, the main dictionary (DICTIONARY), the standard Macintosh Empty Folder and System Folder, the Convert Dictionary program (described in Chapter 4), a dictionary named ∂/MYWORDS, and a document named DEMO. As you create documents and store them on the Hayden:Speller disk, icons representing the documents will be added to this window.



Open Hayden:Speller

Open Hayden:Speller by double-clicking the Hayden:Speller icon. The desktop clears, a wristwatch icon appears, and in a moment you'll see the Hayden:Speller menu bar at the top of the screen.

Hayden:Speller will need to check the identification on your master disk the first time you open Hayden:Speller after turning on your Macintosh. You'll see the display:

The backup disk will pop out of the disk drive. Insert the master Hayden:Speller disk into the internal drive. After Hayden:Speller checks your disk identification, it will ask you to insert your backup disk again. Now you're ready to use Hayden:Speller for spell-checking.

How To Spell-Check

This tutorial uses a badly spelled document named DEMO that is supplied on your Hayden:Speller disk. To help the (dubious) cause of its author, you will be asked to open that document and try your best to fix the spelling in it. The tutorial shows a number of the corrections that need to be made. After you become familiar with Hayden:Speller, you will be able to correct the other spelling errors on your own. Here's the document you'll be spell-checking:

PROPOSAL TO WILDLIFE PRODUCTVITY INSTITUTE

SUBJECT: Feasibility study to investigate the use of mice in the implementation of an inter-office mail system.

FROM: Aston P. Grimm, PhD., University of Rebuken

This proposal is a request for funds to investigate the feasibility, benfets, and drawbacks of ussing white mice in the implemtation of an inter-office mail system.

Part I of the proposal provides background information on mice: the native habtat, behavor patterns, training possibilities, and genera life cycle of rodents of the family Muridae. It also sumarizes existing research findings into the use of mice in perffoming office productivity functons.

Part II of the propsal describes the problem: the high cost of electronic message systems in inter-office environments such as universities, the problems inherent in maintaning large message data bases, and the reasons why such advanced technological systems are seldom cost- or need-justified.

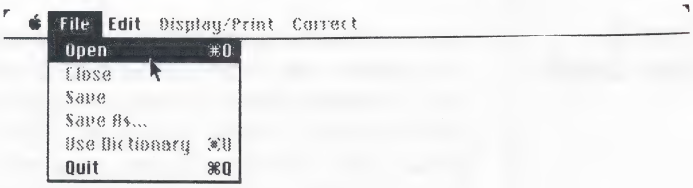
Part III presents a peliminary technical design for an inter-office mail system which utilizes mice in an efficent and humane environement. The system uses plastic tubing to connect mail stops within offices, and color codes all recipients for easy mouse recognition.

Part IV summarizes the benfets to the mices themselves: food rewards, exercise from running though plastic tubing, and other effects on the long-term ecology and life cycle of the roddents.

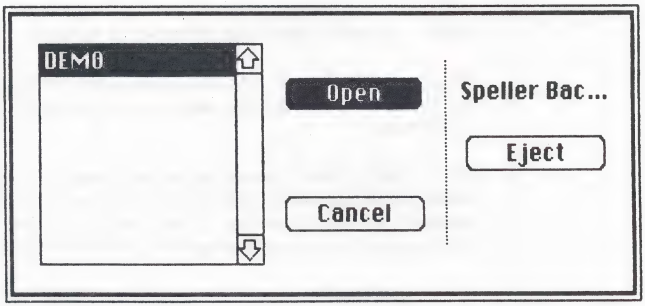
Part V presents a complete bibleography.

Open a Document for Spell-Checking

Choose **Open** from the File menu or press **O** while holding down the command key (⌘).



In a dialog box, such as the one shown below, Hayden:Speller displays a list of the documents it finds on the disk. For this tutorial, open the document named DEMO by selecting DEMO and clicking **Open**.

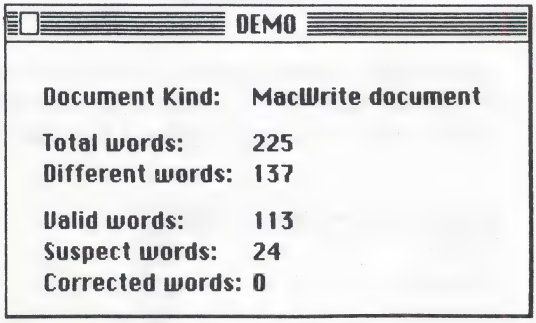


Spell-Check the Document

When you open a document, Hayden:Speller reads the document and displays on your desktop a window containing information about the document type (e.g., MacWrite document), the total number of words, the number of *different* words, the number of valid words, the number of suspect words, and the number of corrected words found in the document.

Hayden:Speller then spell-checks the document, checking first against the main dictionary and then against the ∂/MYWORDS dictionary for all words. (You will learn how to add words to ∂/MYWORDS later in this tutorial.) You'll see the wristwatch icon on the screen — but not for long— Hayden:Speller checks your document in less than a minute.

After it completes checking the words in the dictionary, Hayden:Speller updates the display. During the spell-checking session, Hayden:Speller will keep updating this display as you correct misspelled words in the document.



The close box in the upper left corner of the window allows you to close the DEMO document. Don't click the box until you're ready to stop correcting DEMO.

Next, you'll learn how to correct misspelled words.

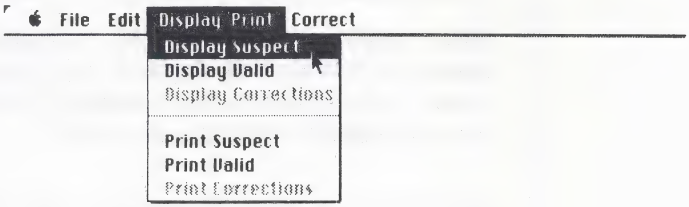
How To Correct Words

Hayden:Speller found 24 possible misspellings, or "suspect words", in the sample document. Suspect words are not necessarily misspelled words. They are words that Hayden:Speller could not find in its dictionaries. When Hayden:Speller finds suspect words in your document, you'll have to check them to see which are typos, which you don't know how to spell, and which are perfectly good words that aren't in Hayden:Speller's dictionaries (words such as your own name, odd scientific terms, or peculiar abbreviations).

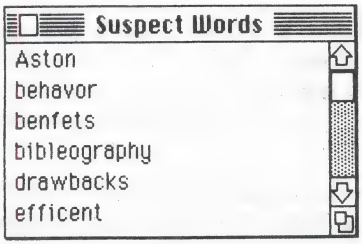
You can check your suspect words individually, or you can scan them in context. This tutorial shows you how.

Display Suspect Words

First, you'll want to see the list of suspect words. Choose **Display Suspect** from the Display/Print menu.

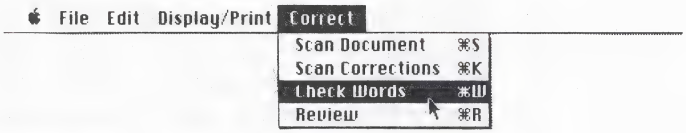


Hayden:Speller shows you the list of suspect words, in alphabetical order. The list is displayed in a window on your desktop. You can use the scroll bar to look through this list.

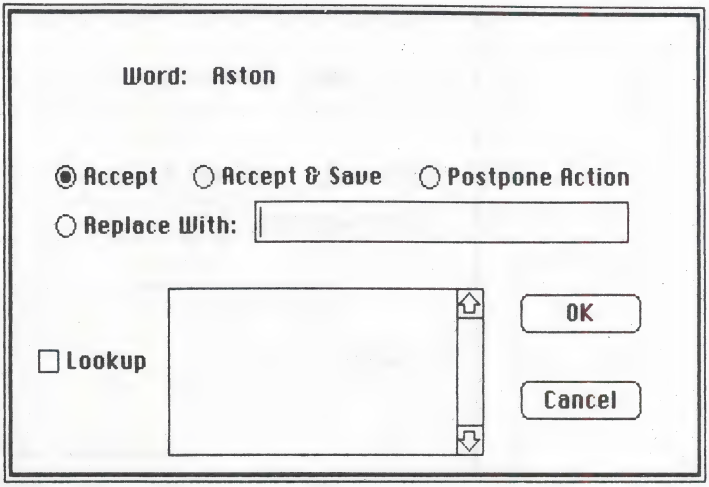


Check Words Individually

Next choose **Check Words** from the Correct menu or press **W** while holding down the command key (⌘).



Check Words displays each suspect word individually (in alphabetical order), and gives you a chance to make corrections. The first suspect word you'll see is "Aston".

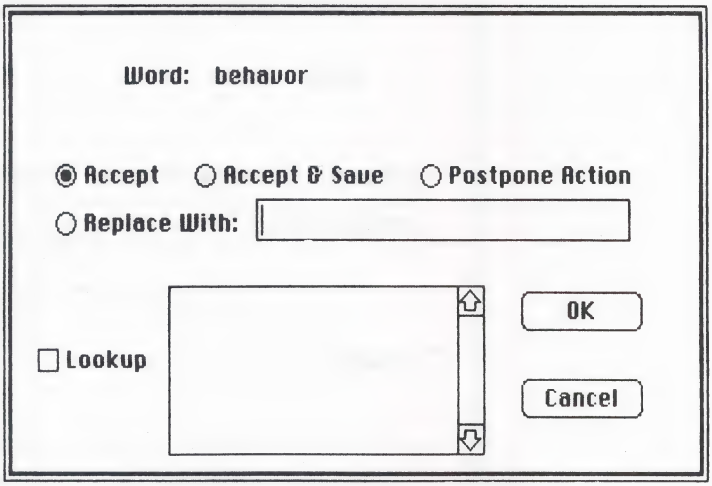


Hayden:Speller gives you four options:

- **Accept** (the default)—tells Hayden:Speller that the word is spelled correctly.
- **Accept & Save**—tells Hayden:Speller that the word is spelled correctly and that you want to add it to a dictionary at the end of the session.
- **Postpone Action**—tells Hayden:Speller that you want to return to this word later. (The word stays on the suspect word list.)
- **Replace With**—tells Hayden:Speller that you want to correct the word.

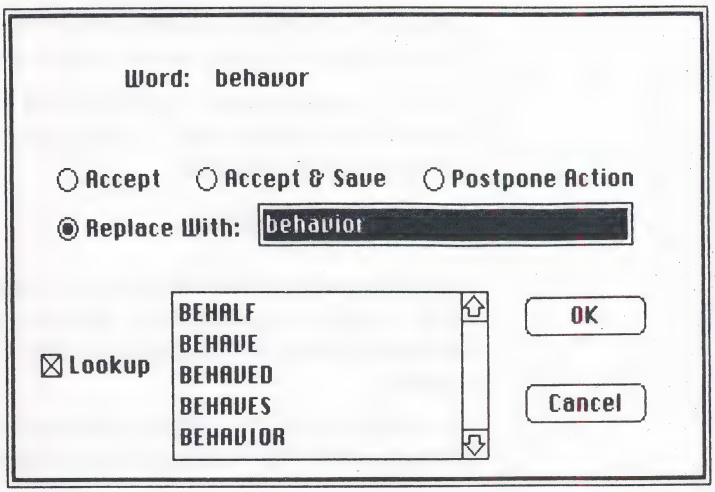
The first suspect word, "Aston", is a name and therefore was not found in the main dictionary. You tell Hayden:Speller that the word is spelled correctly by selecting the **Accept** option. Because **Accept** is the default, you don't need to click **Accept** and **OK**. Simply click **OK** to accept "Aston" and move on to the next word.

Next, you'll see the display:



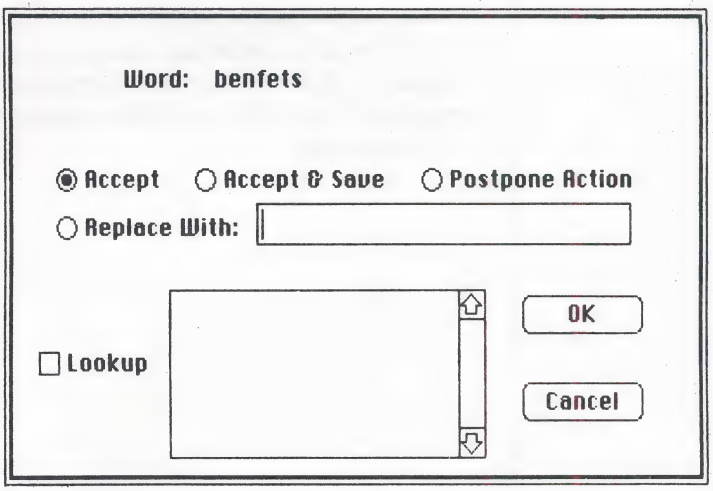
The word "behavor" is definitely spelled wrong. Typing the corrected word in the dialog box automatically selects the **Replace With** option, or you can ask Hayden:Speller to help you. Try clicking the **Lookup** box. Hayden:Speller shows you the words it finds in the main dictionary that have spellings similar to your suspect word.

To tell Hayden:Speller that you meant to type "behavior" instead of "behavor", just move the pointer to "BEHAVIOR" and click. The word appears automatically in the **Replace With** box.



Click **OK** to tell Hayden:Speller that you want to accept this new spelling and go on to the next word.

Now you'll see the display:



The word "benfets" is probably a misspelled version of "benefits", but you might want to see it in the context of the rest of the document, just to be sure. For now, click **Postpone**

Action. You can check on this word later. Click **OK** to tell Hayden:Speller to go on to the next suspect word.

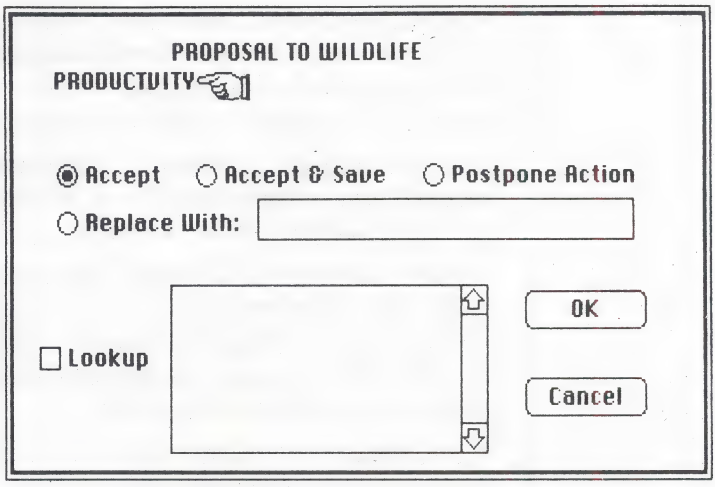
There are quite a few more suspect words in your document. For now, click **Cancel** to stop checking words and return to the Hayden:Speller menu bar.

Scan Words in Context

You might not be sure whether a word is misspelled, or how to fix it, until you see it in context. Hayden:Speller's **Scan Document** feature lets you check and correct words in context.

To use this feature, choose **Scan Document** from the Correct menu or press **S** while holding down the command key (⌘).

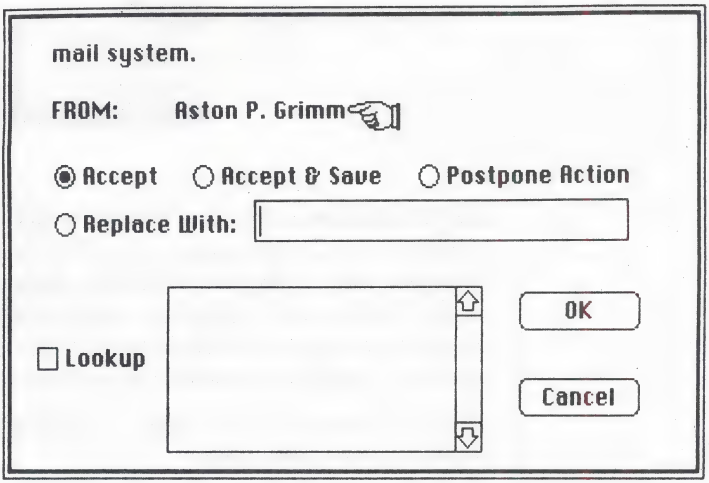
Hayden:Speller displays a dialog box for each suspect or corrected word (in the order in which the words appear in the document). You'll see a few lines of the document that precede the word, with a hand icon pointing to the word that you need to check.



The options you can select for **Scan Document** are identical to those shown for **Check Words.**

The first suspect word you'll see is "PRODUCTVITY". Select **Replace With** and type "PRODUCTIVITY" or click **Lookup** and then "PRODUCTIVITY" to correct this word. Next, click **OK** to make the change and move on to the next word.

The next suspect word is "Grimm", a name.



In general, you'll want to save names that you use frequently in a personal dictionary. Select **Accept & Save** and click **OK** to tell Hayden:Speller that you want to do this. Later in the tutorial, you'll learn how to add these words to a dictionary.

The next suspect word is "Rebuken", another name. Select **Accept & Save** and then click **OK** to tell Hayden:Speller that you want to add this word to a dictionary as well.

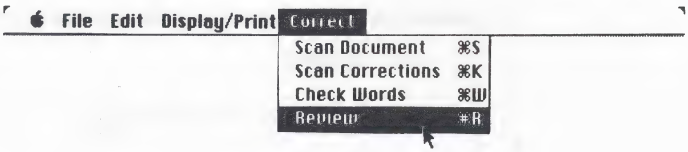
The next word you'll see is "benfets", the word you postponed earlier in the session. You can see from the surrounding text that this word should be spelled "benefits". Click **Lookup** and then "BENEFITS" to replace the misspelled word. Now click **OK** to move on to the next suspect word.

There are more suspect words, but for now click **Cancel** so you can try out another Hayden:Speller feature.

Review Your Corrections

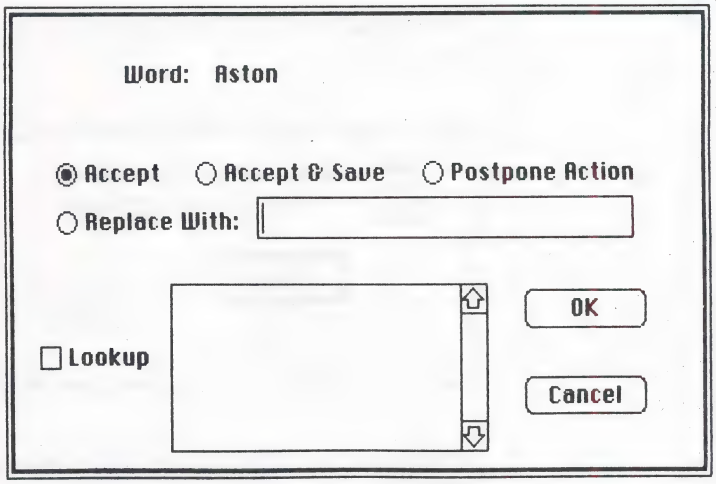
After you've made your corrections, you'll usually want to review them, just to be sure you're happy with the new spellings.

To use this feature, choose **Review** from the Correct menu or press **R** while holding down the command key (⌘).



Review displays a dialog box for each word Hayden:Speller originally found to be suspect, along with the action (**Accept**, **Accept & Save**, or **Replace With**) you chose to take on each word. The words are displayed in alphabetical order by the original spelling of the word. Hayden:Speller gives you a chance to change your original choice of action.

The first word you'll see is "Aston", which you accepted as correct earlier in the tutorial.



The actions you can select are identical to those shown for **Check Words**.

Select **OK** to go on to the next correction. Now you'll see "behavor", which you changed to "behavior". In this tutorial, keep clicking **OK** to review all the corrections you've made during this session. When Hayden:Speller has finished displaying corrections, it returns you to the menu bar.

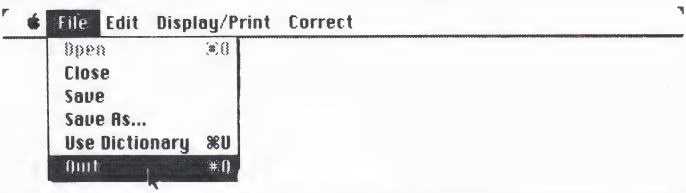
How To Quit

After you've finished correcting your document, you can save the corrections if you wish, and leave Hayden:Speller.

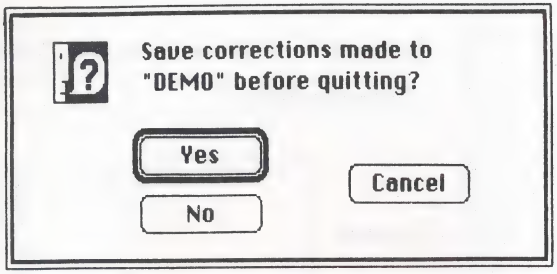
Save the Corrected Document

Hayden:Speller gives you a number of ways to save your corrections and leave the program. The tutorial illustrates one way. Chapter 4 describes other methods.

Choose **Quit** from the File menu or press **Q** while holding down the command key (⌘).



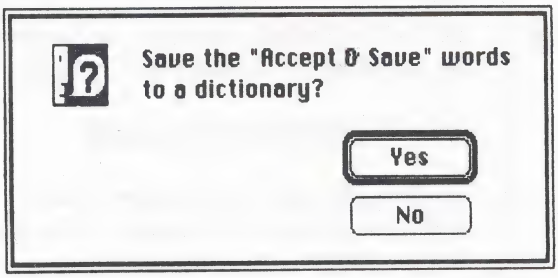
Hayden:Speller will ask if you want to save your corrections on the disk:



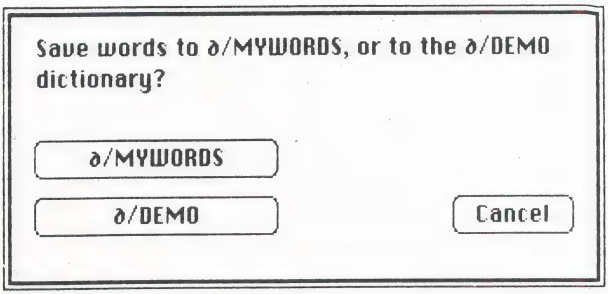
Selecting **Yes** saves the corrected document under the name DEMO. For this tutorial session, select **No** to keep the sample document in its original form. This will allow you to run through the tutorial again at a later time.

Save Words in a Dictionary

Because you selected the **Accept & Save** option for some of your words, Hayden:Speller displays:



Click **Yes** to tell Hayden:Speller that you want to add these words to a dictionary. You have a choice of two dictionaries.



Select:

- **∂/MYWORDS**—tells Hayden:Speller to save all **Accept & Save** words in a dictionary named ∂/MYWORDS. Every time you open a document for spell-checking, Hayden:Speller will check your document against ∂/MYWORDS (if there are any words in it), as well as against the main dictionary.
- **∂/DEMO**—tells Hayden:Speller to save all **Accept & Save** words in a dictionary named ∂/DEMO. Hayden:Speller will check against this dictionary only if you select it with the **Use Dictionary** command.
- **Cancel**—tells Hayden:Speller to cancel the command without saving words in either dictionary.

For this tutorial, select **Cancel**. Then select **Quit** again from the File menu to leave Hayden:Speller. (You do this so you'll see the same suspect words the next time you try this tutorial.) This time, respond **No** to the save corrections prompt, and **No** to the dictionary prompt.

Leave Hayden:Speller

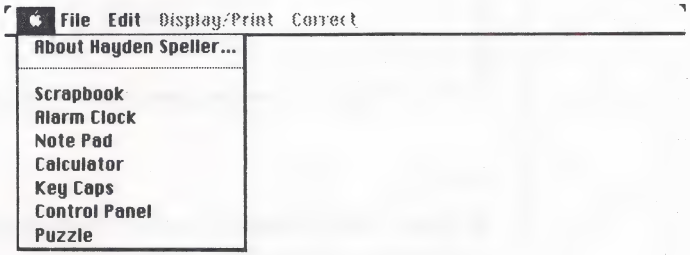
After you respond to all the prompts, Hayden:Speller will quit. You'll see a wristwatch icon and then the Hayden:Speller window on the Macintosh desktop.

Now you're back where you started. Take a break, and then try spell-checking your own documents.

4 Hayden:Speller Reference

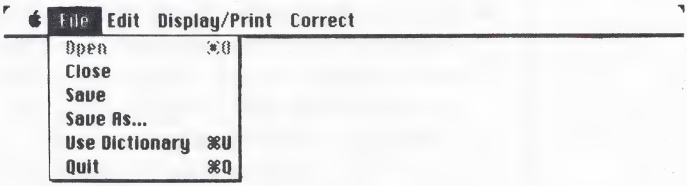
This chapter provides reference information for Hayden:Speller. It summarizes the commands you can select from each of the five Hayden:Speller pull-down menus. The commands are presented in the order in which they appear on the menus. This chapter also supplies hints for using Hayden:Speller and information about the Convert Dictionary program that allows you to convert your dictionaries to a format that can be edited with your word processor.

Apple Menu



The desk accessories shown on the Apple menu are all available under Hayden:Speller. See the Macintosh owner's guide for details.

File Menu

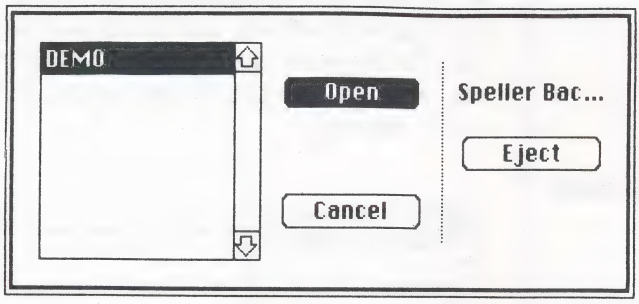


The commands in the File menu allow you to open, close, and save documents, select the dictionaries that Hayden:Speller will use to check your document, and exit from Hayden:Speller.

The **Close**, **Save**, **Save As...**, and **Use Dictionary** commands are disabled (dimmed) until you open a document.

Open

The **Open** command displays the names of all the documents found on your Hayden:Speller disk, and allows you to open one of these documents. Select the document by clicking its name. Pressing ⌘O has the same effect as choosing **Open**.



Select:

- **Open** (after clicking the name of the document to be spell-checked)—to open the document.

  Alternatively, double-click the document name to open it automatically.

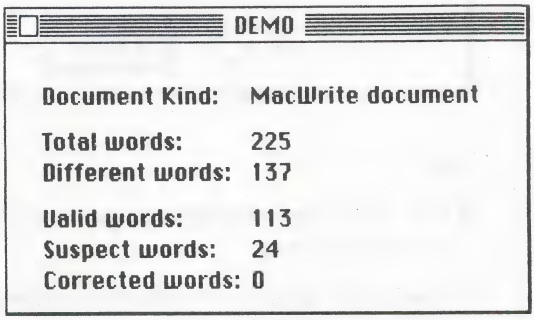
- **Cancel**—to cancel the command and return to the Hayden:Speller menu bar.

- **Eject**—to eject the disk. You'll need to select **Eject** if the document you want to spell-check is on a different disk and your drive(s) already contain disk(s). After you insert the alternate disk, Hayden:Speller displays the documents it finds on that disk. Select the document you want to open. If you ejected the Hayden:Speller disk, you will be instructed to reinsert it.

- **Drive**—to tell Hayden:Speller to display the documents that are on the disk in your other Macintosh drive. You'll do this if the document you want to spell-check is on the disk in the other drive. This option is displayed only if your Macintosh has two drives, and will be disabled (dimmed) if there is no disk in the drive.

When you first open a document, Hayden:Speller reads the document and displays on your desktop a window containing information about the document type (e.g., MacWrite document), the total number of words, the number of *different* words, the number of valid words, the number of suspect words, and the number of corrected words found in the document. (Note that sometimes the initial display shows a certain number of valid words even before any spell-checking has been performed. This happens because Hayden:Speller assumes that all one-letter words are spelled correctly, as discussed in Chapter 1.)

Hayden:Speller then checks the document against the main dictionary and against your ∂/MYWORDS dictionary (if there are any words in this dictionary). When spell-checking has been completed, Hayden:Speller updates the window.

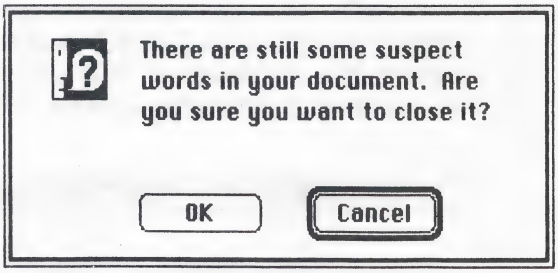


Now you can choose commands from any of the Hayden:Speller menus. As you make corrections to your document, Hayden:Speller will update the number of suspect, valid, and corrected words.

Close

The **Close** command closes the currently active window. If the currently active window is your document, the document will be closed. Use **Close** when you have finished correcting a file, but want to use Hayden:Speller to check another document.

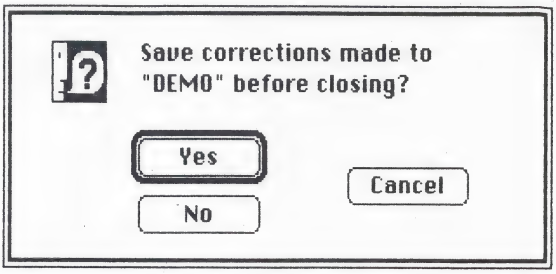
If you have not replaced any words in your document, and there are suspect words remaining in your document, Hayden:Speller displays:



Select:

- **OK**—to tell Hayden:Speller that you want to close the document anyway.
- **Cancel** (the default)—to cancel the command. Your document will remain open.

If you have made corrections and you choose to **Close** your document, Hayden:Speller displays:

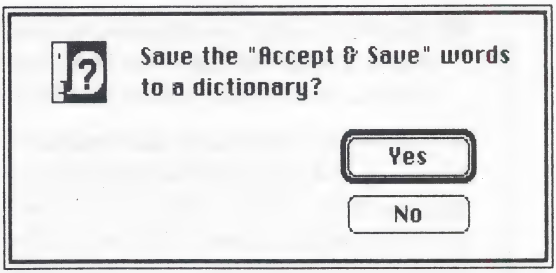


Select:

- **Yes** (the default)—to save the document with corrections.
- **No**—to close the document without saving corrections.
- **Cancel**—to cancel the command. Your document will remain open.

If you select **Yes**, Hayden:Speller saves the corrections; if you select **No**, your original document will remain unchanged.

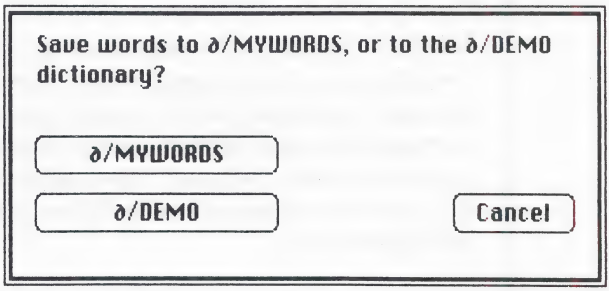
If you selected the **Accept & Save** option for any suspect words during this session, Hayden:Speller displays:



Select:

- **Yes** (the default)—to add the words you marked during this session (see the Correct menu).
- **No**—to close the document without adding the words to a dictionary.

If you select **Yes**, Hayden:Speller then displays:



Select:

- **∂/MYWORDS**—to add saved words to your ∂/MYWORDS dictionary.
- **∂/DOCUMENT** (your own document name)—to add saved words to a dictionary with the same name as your document, preceded by ∂/.

  For example, if you are spell-checking a document named CANINE, you'd save words to a dictionary named ∂/CANINE. If this dictionary already exists, Hayden:Speller adds words to it. If it does not exist, Hayden:Speller creates it on the same disk as the document.
- **Cancel**—to cancel the command and return to the Hayden:Speller menu bar without adding words to either dictionary and without closing the window.

Hayden:Speller allows you to add words to the ∂/MYWORDS dictionary, and to any personal dictionaries, but not to the main dictionary. This is a safety feature that keeps you from mistakenly adding a misspelled word to this dictionary. Because your documents are checked automatically against your ∂/MYWORDS dictionary as well as against the main dictionary, this feature will not inconvenience you.

Be careful not to add misspelled words to any of your dictionaries. Obviously, future misspellings of such words will be found and will not show up as suspect words. If you erroneously add such words, refer to the section about the Convert Dictionary program to learn how to convert your dictionaries so you can use your word processor to edit them.

Save

The **Save** command saves your document with the corrections you made during the current session. It does not close the document or leave Hayden:Speller. The **Save** command is disabled (dimmed) unless you have made corrections to your document. This command, like **Save As...**, protects you against machine failure and loss of power during your session.

After a **Save** command, you can immediately continue correcting your document. But note that the corrections you saved will no longer be available for review.

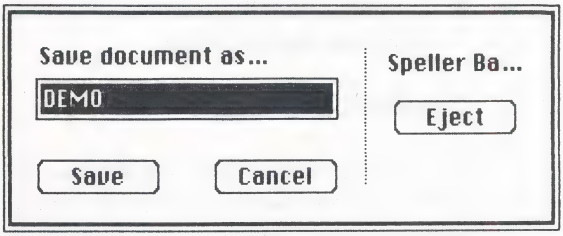
Hayden:Speller saves your document under its current name (the name you **Open**ed). You can save it under a different name by selecting the **Save As...** command.

Save As. . .

The **Save As...** command saves your document. This command is disabled (dimmed) unless you have made corrections to your document.

The **Save As...** command works like **Save**, except that it allows you to enter a new name under which your document will be saved. Hayden:Speller displays the current document name, as shown below.

To save under a new name, type a new document name (up to 63 characters). The new name replaces the current name of the document. Note that if you save your corrected document under a new name, the older version of the document (under the old name) remains on the disk.

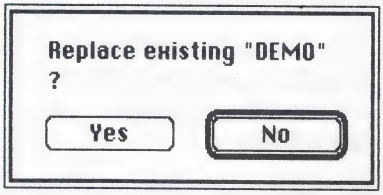


Select:

- **Save**—to save your document, with corrections, under the displayed name. If you have specified a document name that is already in use, Hayden:Speller confirms that you want to replace the existing document
- **Cancel**—to cancel the **Save** command and return to the Hayden:Speller menu bar. Your original document will not be affected.

- **Eject**—to eject the disk. Do this if you want to save the corrected document onto a different disk. **Note that this is not recommended if you have only one disk drive because of the many times you will have to switch disks.**
- **Drive**—to save the document onto the disk in your other Macintosh drive. (This option is displayed only if your Macintosh has two drives.)

Hayden:Speller displays the following only if you use a name that is already in use:



Select:

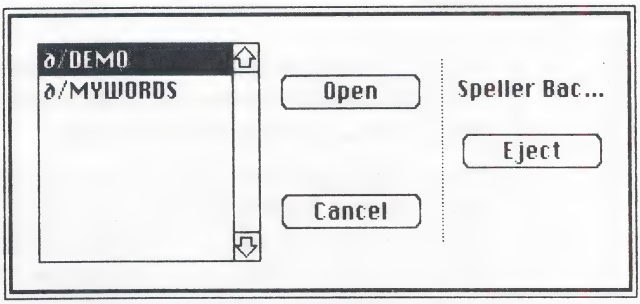
- **Yes**—to save the corrections to the document, replacing the existing document with the same name.
- **No** (the default)—to return to the **Save As...** dialog box without saving corrections.

Use Dictionary

The **Use Dictionary** command displays the names of the personal dictionaries that Hayden:Speller can use to check your document. These are the dictionaries that you create when you **Close** or **Quit** Hayden:Speller after selecting the **Accept & Save** option for suspect words in your document.

Use Dictionary is disabled (dimmed) unless there are suspect words in your document. Pressing ⌘U has the same effect as choosing **Use Dictionary**.

Use Dictionary displays a window listing the dictionaries available on the Hayden:Speller disk. Select a dictionary by clicking its name.



Note that when you use the **Open** command, Hayden:Speller checks your document automatically against the main dictionary and against your ∂/MYWORDS dictionary (if it contains any words).

Select:

- **Open** (after clicking the name of the dictionary)—to open the dictionary and to tell Hayden:Speller to use this dictionary to check your document.

  Alternatively, double-click the dictionary name to open it automatically.

- **Cancel**—to cancel the command and return to the Hayden:Speller menu bar.

- **Eject**—to eject the disk. You'll need to select **Eject** if the dictionary you want is on a different disk. After you insert the alternate disk, Hayden:Speller displays the names of the dictionaries it finds on that disk. Click the name of the dictionary you want to select. Then follow the instructions for inserting disks.

- **Drive**—to select a dictionary on a disk in your other Macintosh drive. (This option is displayed only if your Macintosh has two drives.)

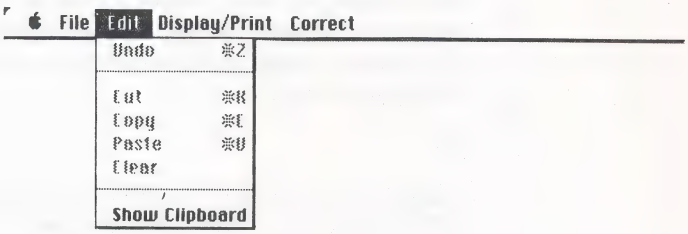
If you frequently add words to your personal dictionaries, be sure you back up your disks on a regular basis (see Chapter 2 for information on copying disks).

Quit

The **Quit** command closes your document and returns you to the Hayden:Speller window on the Macintosh desktop. Typing ⌘Q has the same effect as choosing **Quit**.

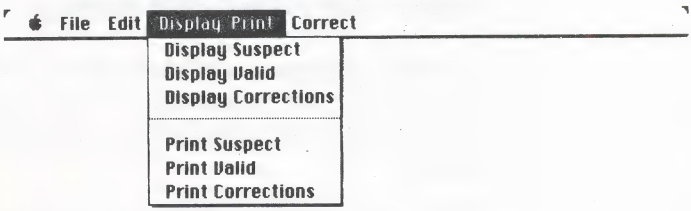
If you select **Quit** after you've corrected your document, after you've marked words for saving to a dictionary, or if there are suspect words remaining in your document, Hayden:Speller displays a series of dialog boxes. These boxes have the same format shown for the **Close** command.

Edit Menu



The commands available from the Edit menu are not used for spell-checking your document. They are provided for use with the Macintosh desk accessories. See the Macintosh owner's guide for details.

Display/Print Menu



The commands in the **Display/Print** menu allow you to display or print lists of:

- Suspect words: words in your document that Hayden:Speller cannot find in its dictionaries.
- Valid words: words that Hayden:Speller can find in its dictionaries or that you accept during your spell-checking session.
- Corrections: words that you corrected during the current session; both original and corrected spellings are shown.

Each list appears in a separate window. You can view one list at a time or display all three windows of lists on your desktop. You can scroll through the contents of these windows and change the size of the windows.

While a window is visible, the name of the corresponding command changes from **Display** to **Hide**. For example, **Display Suspect** becomes **Hide Suspect**. To make the window disappear, select the appropriate **Hide** command, click the close box, or select the **Close** command.

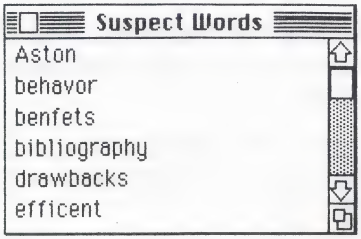
The entire Display/Print menu is disabled (dimmed) until you open a document to spell-check.

Display Suspect and Print Suspect

The **Display Suspect** and **Print Suspect** commands show, in alphabetical order, all the words in your document that Hayden:Speller could not find in any of the dictionaries you selected.

If there are no suspect words in your document, **Display Suspect** and **Print Suspect** are dimmed.

Display Suspect displays the list of suspect words in a window on the Macintosh desktop.



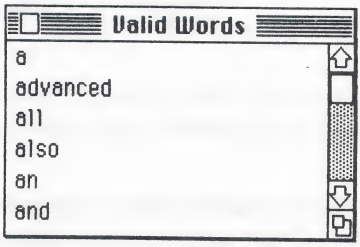
Print Suspect prints the list of suspect words on your printer, along with the number of times each word was found in the document and the total number of suspect words.

Display Valid and Print Valid

The **Display Valid** and **Print Valid** commands show, in alphabetical order, all the words in your document that Hayden:Speller found in any of the dictionaries you selected, and words that you have accepted during your spell-checking session.

If there are no valid words in your document, **Display Valid** and **Print Valid** are dimmed.

Display Valid displays the list of valid words in a window on the Macintosh desktop.



Print Valid prints the list of valid words on your printer, along with the number of times each word was found in the document and the total number of valid words.

Display Corrections and Print Corrections

The **Display Corrections** and **Print Corrections** commands show, in alphabetical order, all the words that you corrected during the current session.

Display Corrections and **Print Corrections** are dimmed until you have made corrections to your document.

Display Corrections displays the list of corrected words (with both original and corrected spellings) in a window on the Macintosh desktop.

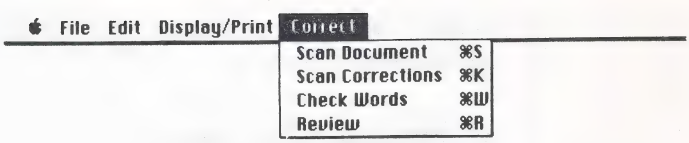
Print Corrections prints the list of corrections on your printer, along with the number of times each original spelling was found in the document and the total number of corrections.

```
CORRECTED WORD LIST     Page 1

    1  behavor        behavior
    2  benfets        benefits
    1  PRODUCTVITY    PRODUCTIVITY

3 words in this list.
```

Correct Menu



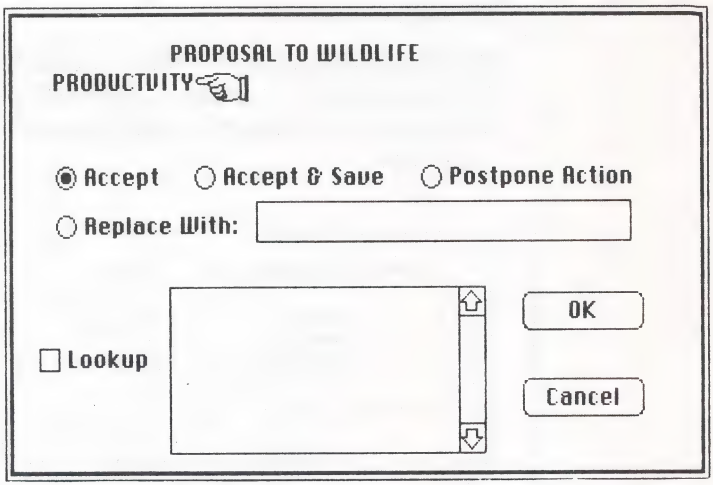
The commands in the Correct menu allow you to examine, correct, and review corrections for the suspect words in your document.

The Correct menu is disabled (dimmed) unless there are suspect words in the document you have spell-checked.

Scan Document

The **Scan Document** command scans your document, stopping to show you each suspect word in context. If there are no suspect words in your document, **Scan Document** is dimmed. Pressing ⌘**S** has the same effect as choosing **Scan Document**.

Scan Document displays words in the order in which they are found in the document. A hand icon points to the suspect word. Any words that you have already corrected are highlighted. Any words for which you have previously selected the **Postpone Action** option are shown with the **Accept** default.



Select:

- **Accept** (the default)—to accept the spelling of the suspect word for the current document only. The word will not be added to any of your dictionaries.
- **Accept & Save**—to accept the suspect word for the current document and have Hayden:Speller mark it to be saved to a dictionary. (The actual saving is done when you **Close** or **Quit.**)
- **Postpone Action**—to take no action on the suspect word for now. (Action can be taken at a later time.) The word will remain on the suspect word list.
- **Replace With**—to replace the suspect word with a corrected word. This option is selected automatically if you type the correction in the dialog box.

You can click **Lookup** to ask Hayden:Speller to suggest possible spellings for the suspect word. (You can use **Lookup** for words three characters or more in length.)

If you select **Lookup,** Hayden:Speller displays the words with similar spellings that it finds in the main dictionary. If there are more matches than can fit in the **Lookup** window, you can scroll to see additional words. If Hayden:Speller finds no close matches for the suspect word in its dictionaries, a message is displayed:

```
Sorry, no words found.
```

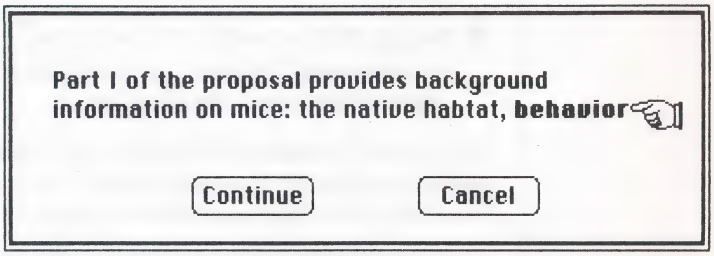
When you replace a word, Hayden:Speller automatically changes the original spelling of the word everywhere in the document.

After you have selected one of these actions, click **OK** to perform the action and move on to the next word, or **Cancel** to cancel the command.

Scan Corrections

The **Scan Corrections** command scans your document, stopping to show you each corrected word in context. If there are no corrected words in your document, **Scan Corrections** is dimmed. Pressing ⌘**K** has the same effect as choosing **Scan Corrections.**

Scan Corrections displays words in the order in which they are found in the document. The corrected word is highlighted and pointed to by a hand icon.



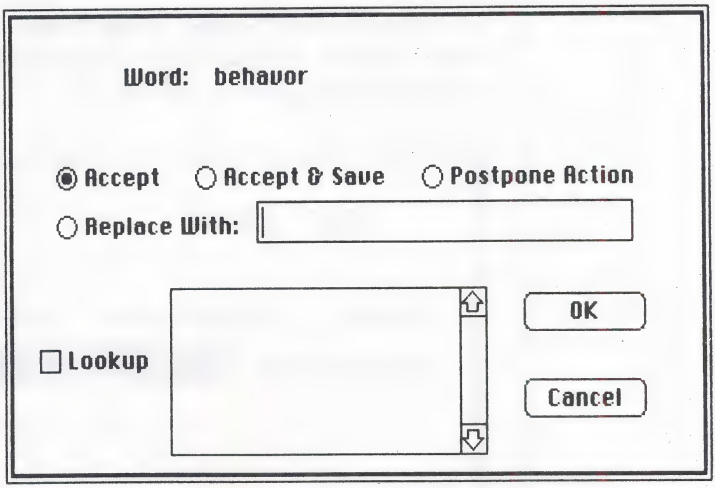
Select:

- **Continue**—to move on to the next correction.
- **Cancel**—to cancel the command.

Check Words

The **Check Words** command shows you each suspect word individually. If there are no suspect words in your document, **Check Words** is dimmed. Pressing ⌘**W** has the same effect as choosing **Check Words.**

After Hayden:Speller displays a suspect word, the program will not proceed until you take some action on the displayed word. The words are displayed one-by-one, in alphabetical order.



The actions are identical to those described for **Scan Document.**

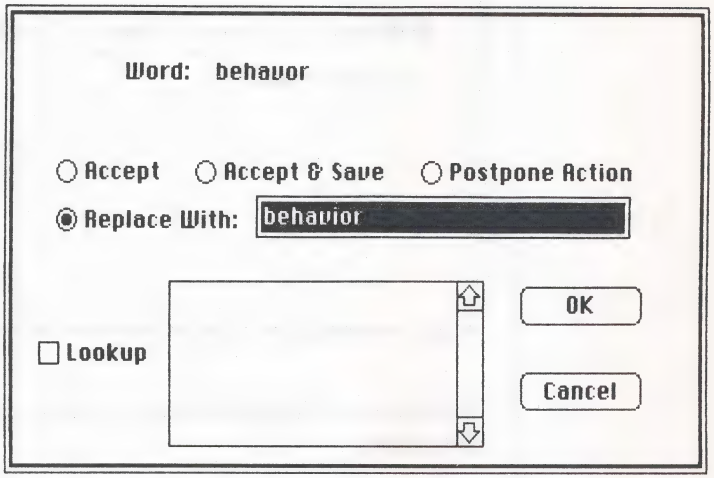
After you have selected one of these actions, click **OK** to perform the action and move on to the next word, or **Cancel** to cancel the action and return to the Hayden:Speller menu bar.

Review

The **Review** command allows you to review the changes you have made during the current session. **Review** is dimmed unless you have made changes to your document. Pressing ⌘**R** has the same effect as choosing **Review.**

Hayden:Speller displays, in alphabetical order, each word that is no longer suspect, but was originally found to be suspect during your spell-checking session. It shows the original spelling (at the top of the window), and any correction you made to the word (in the box). It also shows the action you

selected for the word (**Accept, Accept & Save,** or **Replace With**). Note that words for which you previously selected the **Postpone Action** option are not shown.



The actions are identical to those described for **Scan Document.**

After you have selected one of these actions, click **OK** to perform the action and move on to the next word, or **Cancel** to cancel the command.

You can review as many times as you wish, until you're sure you've spelled everything correctly.

Hints For Using Hayden: Speller Efficiently

The sections below contain hints for using such Hayden:Speller features as defaults and command keys on the Macintosh.

Using Command Keys

Usually you'll select a Hayden:Speller command by pulling down a menu and selecting the command you want. For some commands, typing a combination of keys on the Macintosh keyboard will produce the same effect. For example, you can leave Hayden:Speller by selecting **Quit** from the File menu

But you can also leave Hayden:Speller by typing the **Q** key while you hold down the command key (⌘).

For any commands that you can select by pressing a command key combination, Hayden:Speller displays the combination next to the command on the pull-down menu.

The available Hayden:Speller command key combinations are listed below:

From the File menu:

Open	⌘**O**
Use Dictionary	⌘**U**
Quit	⌘**Q**

From the Correct menu:

Scan Document	⌘**S**
Scan Corrections	⌘**K**
Check Words	⌘**W**
Review	⌘**R**

Using the Return or Enter Key

Many of the Hayden:Speller commands ask you to confirm your choice of an action by selecting **OK.** For example, to indicate that you want to proceed to the next suspect word after making a correction, you click **OK.**

If you wish, you can press the **Return** key or the **Enter** key instead of clicking **OK.**

Using Defaults

Hayden:Speller provides defaults for most of the actions you can select during a spell-checking session. The default is the action you're most likely to select. For example, when you're checking words or scanning through a document, the default action is to accept the suspect word. In this case, you do not need to select **Accept** explicitly; simply click **OK,** or press the Return key or the Enter key as described above, to proceed.

Whenever defaults are in effect, they are shown in the Hayden:Speller windows by highlighting and are described in this manual.

Using Your Disk Drives

If your Macintosh has only one disk drive, you will have to switch disks when you make a backup copy of Hayden:Speller or when you spell-check a document that is not stored on your Hayden:Speller disk. When Hayden:Speller requires a disk that is not in the drive, it will pop out the disk that is currently in the drive, and will ask you to insert a different disk.

If your Macintosh has two disk drives, you can use both drives during your spell-checking sessions. For example, when you copy your master Hayden:Speller disk, you can insert your master disk in one drive and your backup disk in the other drive. When you spell-check a document, you can insert your Hayden:Speller disk in one drive and the disk containing your document in the other drive.

Some of the Hayden:Speller dialog boxes show a **Drive** button. You select **Drive** to tell Hayden:Speller to look at the disk in the alternate drive. If only one disk drive contains a disk, the **Drive** button is disabled and appears dimmed. Inserting a disk in the drive will enable the button.

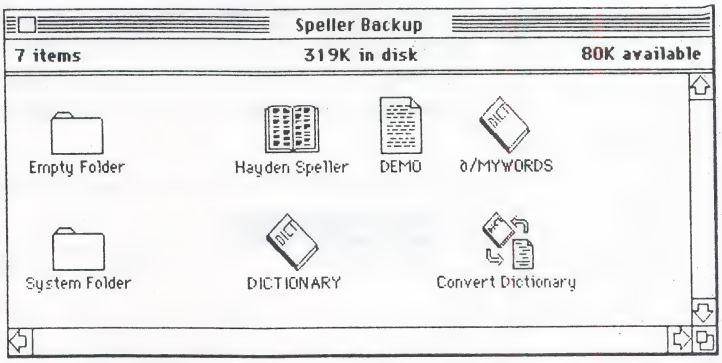
Convert Dictionary Program

The Convert Dictionary program supplied with Hayden:Speller allows you to convert your dictionaries to standard Macintosh text documents, and vice versa. This feature permits you to:

- Edit existing dictionaries *with your word processor.* This allows you to remove misspelled words that you have erroneously added to a dictionary using the **Accept & Save** option.
- Create specialized dictionaries *with your word processor* for use by Hayden:Speller.

Note that you cannot use this program to convert the main dictionary. Hayden:Speller does not allow you to edit this dictionary.

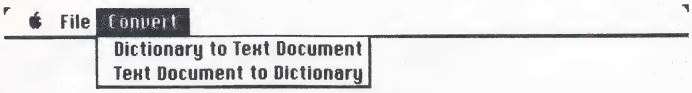
Open the Convert Dictionary program by double-clicking its icon on the Hayden:Speller window on your desktop.



File Menu

The File menu provides a single command. Selecting **Quit**, or pressing ⌘ **Q**, exits from the Convert Dictionary program.

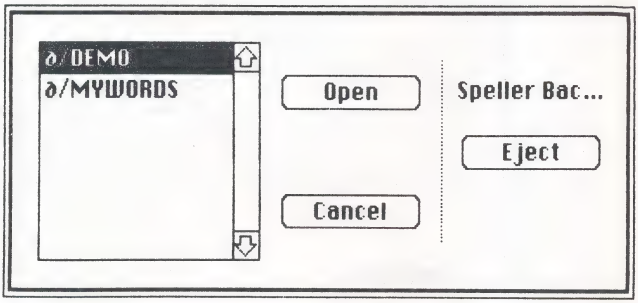
Convert Menu



The Convert menu allows you to convert from a dictionary to a text document, or from a text document to a dictionary.

Dictionary to Text Document

The **Dictionary to Text Document** command displays the names of all the personal dictionaries found on your Hayden:Speller disk and allows you to convert one of these dictionaries. You select a dictionary by clicking its name.



Select:

- **Open** (after clicking the name of the dictionary)—to open the dictionary and convert it to a text document.

  Alternatively, double-click the dictionary name to open it automatically.

- **Cancel**—to cancel the command and return to the Convert Dictionary menu bar.

- **Eject**—to eject the disk. You'll need to select **Eject** if the dictionary you want to convert is on a different disk. After you insert the alternate disk, Convert Dictionary displays the dictionaries it finds on that disk. Click the name of the dictionary you want to open. Then follow the instructions for inserting disks.

- **Drive**—to tell Convert Dictionary to display the dictionaries that are on the disk in your other Macintosh drive. You'll do this if the dictionary you want to convert is on the disk in the other drive. (This option is displayed only if your Macintosh has two drives.)

The conversion takes just a few seconds to complete. When the conversion is completed, you are returned to the Convert Dictionary menu bar.

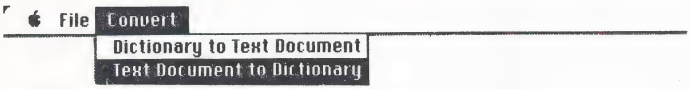
After you convert a dictionary, you will be able to use your word processor to edit it. Note: the dictionary still has its original name; only the document type changes.

When you use your word processor to edit the dictionary, note the following rules:

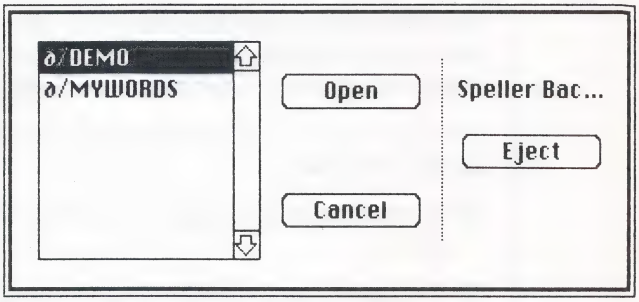
- Type each word on a single line, separated by carriage returns.
- The font you use for the dictionary is not significant.
- Save the ∂/dictionary to the disk. Note: ∂/MYWORDS must be saved to the Hayden:Speller disk, or Hayden:Speller will not read it automatically after it reads the main dictionary.
- Save the dictionary **as text only.**
- Save the dictionary with a name preceded by ∂/. You enter the ∂ by pressing a lower case **d** while you hold down the **Option** key.

> When you have finished editing the dictionary, convert it back to dictionary format using the command described below, or Hayden:Speller will not be able to use it.

Text Document to Dictionary



The **Text Document to Dictionary** command displays the names of all the text documents found on your Hayden:Speller disk, and allows you to convert one of these documents to a dictionary format. Select this command if you have used your word processor to create a list of specialized words, and you want to convert that list to a Hayden:Speller dictionary. You select a document by clicking its name.



The actions you can select are identical to those shown for **Dictionary to Text Document.**

The documents you convert to dictionary format must be in text format. Follow the rules described for **Dictionary to Text Document** above.

To summarize, you can use the Convert Dictionary program to edit dictionaries by following four basic steps:

- **Convert** the dictionary to a text document.
- Edit the text document with your word processor.
- Save the document (with changes) *as text only.*
- **Convert** the text document back to a dictionary.

5 Hayden:Speller Error Messages

This chapter contains a list of the error messages you might see when you use Hayden:Speller, along with suggested solutions to the errors.

Sorry, there are too many different words in this document. Please split the document and rerun Hayden:Speller.

Hayden:Speller can spell-check a document containing up to 1500 *different* words. This message is displayed if you attempt to spell-check a document containing more than this number of different words.

Refer to your word processor documentation to find out how to split your document into more than one file.

Sorry, there are too many corrected words. Please save the changes, then quit and rerun Hayden:Speller.

This message is displayed if you have corrected so many words that Hayden:Speller has run out of storage for additional corrections.

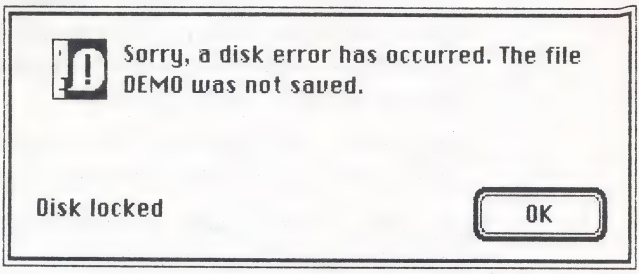
Sorry, too many corrections have been made to this document. Please split the document and rerun Hayden:Speller.

This message is displayed if your corrections have necessitated too many format changes to the document (e.g., font changes).

Sorry, a disk error has occurred. The file NAME was not DONE.

A disk error occurred while you were loading, saving, or checking a file or a document. **NAME** is the file or document name (e.g., DICTIONARY, MY_LETTER). **DONE** is the action you were trying to perform (e.g., loaded, saved, checked).

For certain common error conditions, an additional message is displayed, as shown in the example below.



These are described in the following list:

IO Error. Hayden:Speller could not read from or write to the disk. This error might indicate a problem with the disk. Try using another disk, if possible.

Disk Full. Hayden:Speller could not add another file to the disk, or could not add more data to the disk. Remove one or more of your larger files from the disk and try again.

File locked. The file that Hayden:Speller needs to use is either locked or busy. If the file is locked, unlock it (see the description of unlocking files in the section about the Get Info command in the Macintosh owner's guide). If the file is busy, this may indicate that a previous application ended abnormally. Turn the Macintosh off and then on again; then rerun Hayden:Speller.

Disk locked. The disk that Hayden:Speller needs to use is physically locked. Eject the disk by selecting the icon of the disk that is locked and pressing ⌘**E.** Then unlock the disk by moving the small tab away from the edge of the disk. Reinsert the disk and try again.

ID = nn. A disk error other than those described above has occurred. Disk errors in this category are very unlikely to occur. If you encounter an error of this kind, note the displayed ID number (e.g., – 99), and call Hayden Customer Support.

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⌘ (see Command keys)

To receive a backup copy of your program, send the certificate below, the completed Warranty Registration Card, and your payment of $10.00 to Hayden Software Company, Inc.

BACKUP PROGRAM CERTIFICATE

This certificate grants the original purchaser the right to buy one (1) copy of the program for backup use.

Name: _____

Address: _____ Apt.: _____

City: _____

State: _____ Zip: _____

Product Name: HAYDEN:SPELLER

Product Number: 20034

Payment:

☐ Check/Money Order ☐ Master Card ☐ Visa

(Massachusetts residents add 5% sales tax)

Card Number: _____ Expires: _____

Original Purchaser Signature: _____

YOU MUST RETURN YOUR WARRANTY REGISTRATION CARD BEFORE YOU CAN OBTAIN A BACKUP PROGRAM.

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SOFTWARE